

STATE OF COLORADO

EXECUTIVE DIRECTOR'S OFFICE

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Bill Ritter, Jr.
Governor

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MEMORANDUM

To: Title 32 Article 1 Special Districts
From: Charles T. Unseld, Deputy Director, Division of Local Government
Date: January 2, 2008
Re: Update to Division of Local Government Map Standards and new email address

All Title 32 Article 1 special districts are required by statute (C.R.S. 32-1-306) to annually file (on or before January 1) a current, accurate map of their boundaries with the Division of Local Government (Division). An exception to the annual filing is possible if the district's boundaries have not changed (no inclusions or exclusions) since the last filing of an acceptable map with the Division. In this case a letter should be submitted, instead of a map, stating that the district's boundaries have not changed.

To fulfill this annual requirement, special districts shall submit a map according to the standards of the Division. These require that a map filing shall consist of both a digital and paper submission of the district's boundaries.

Please Note: The following map standards make reference to technical terms and specifications familiar to land surveyors, GIS specialists, and mapping technicians. You may need to contact such a professional in order to ensure the district map meets these standards. The Division requires the submittal of both a digital map and a paper map.

- Digital Map** – A GIS or CAD file format of the district boundary. Please identify the district name either in the file name or within the text of the file.
GIS - A GIS file format to be either a geodatabase or a shapefile (include a .prj file). The spatial referencing systems that we use are: State Plane Coordinate System, Datum: NAD 27, Units: feet, and Universal Transverse Mercator (UTM) Projection, Datum: NAD 83, Units: meters. Please georeference the file to either the State Plane or the UTM system.
CAD – An AutoCAD DWG/DXF (up to version 2007), which includes a layer for the district boundary, and a layer with PLSS section corner control points, a layer of text with section, township and range information. If a PLSS grid is not available, please add a road layer with a text layer of road descriptions. We need to be able to identify either 4 sections corners that surround the district, or 4 road intersections that surround the district.

The files can be emailed to dolamap@state.co.us with the district name as the file name. If the file is sent in a compressed format (.zip), change the .zip extension to .dla (filename.dla). Please use "DLA MAP" in the subject line of the email. Digital files can also be submitted by mail on a CD.

- Paper Map** – A paper map detailing the special district boundary shall be submitted to the division in a map tube or manila envelope. The map should detail a legible boundary of the district, as it is spatially located in reference to the Public Land Survey System (PLSS). The PLSS grid lines and text of section numbers, township numbers and direction, and range numbers and direction must be on the map. The map shall also contain the legal name of the district, a scale bar, a north arrow indicator, and the date of the boundary as it is displayed on the map. The map will be available to the public at the Division, so the map content should be legible, and the paper durable (24lb. paperweight).

For more information, please contact Sheila Dorrell at 303-866-5433 or sheila.dorrell@state.co.us or refer to the Special District Map Standards technical assistance publication found on our website at www.dola.state.co.us and click on the Information and Publications link.